

## 2020 WIC MANAGEMENT EVALUATION PROJECT FRESH REVIEWER'S TOOL

Michigan WIC/Farmers' Market Nutrition Program (FMNP)	
<b>Name</b> (of Project FRESH Coordinator)	
<b>Name</b> (of person being interviewed)	
<b>Agency/Clinic</b>	
<b>Phone</b>	
<b>Date</b>	

### Administration

1. Please provide the name(s) of the individual and indicate the agency responsible for the following Project FRESH functions:

	Name	WIC Staff	WIChealth.org	Other (Explain)
Inventory				
Client Eligibility Determination				
Nutrition Education				
Benefit Issuance				

2. The local agency received training from the State agency by?
- ☐ WIC Conference/Webinar  
☐ Verbal Training

☐ Project Fresh Guidebook  
☐ Other:
3. How is the local WIC agency handling the distribution of benefits? Mark all that apply.
- ☐ Scheduled Appointment  
☐ Individual  
☐ Walk-In

☐ Farmer's Market  
☐ Group Classes  
☐ Other: \_\_\_\_\_

## 2020 WIC MANAGEMENT EVALUATION PROJECT FRESH REVIEWER'S TOOL

QUESTIONS				
Yes	No		Certification	Comments/ Explanation
		1.	Is each client instructed on the following:	
			a. authorized locations	
			b. authorized farmer sign (yellow)	
			c. completion of the coupon or transaction at the market/roadside stand	
			d. coupon valid dates/expiration dates	
			e. cannot receive change	
			f. authorized foods	
			g. lost/stole/damaged policy	
			h. complaint procedures	
			i. client abuse policy	
Yes	No		Nutrition Education	Comments/ Explanations
		2.	What methods of nutrition education are offered to FMNP participants?	
			• Handouts	
			• YouTube Videos	
			• MSUE led class (with State issued materials)	
			• WICHealth.org	
Yes	No		Civil Rights	Comments/ Explanations
		3.	Does the agency display the USDA non-discrimination poster, ". . . And Justice for All" in a prominent place?	
		4.	Does the agency forward all complaints of discrimination to the USDA, Director, Office of the Assistant Secretary of Civil Rights? (12/2015)	
Yes	No		Recordkeeping and Accountability	Comments/ Explanations
		5.	When coupons are received by the local agency, are the numbers verified?	
		6.	Review the security of the coupons while at the local agency	<i>Visually verify, even if season not in session</i>
		7.	Are coupon "Inventory Control Logs" kept separate from coupons?	<i>Visually verify</i>
		8.	Verify the signature log has been completed for clients receiving Project FRESH benefits: <ul style="list-style-type: none"> <li>• Prior Year</li> <li>• Current Year</li> </ul>	<i>*Per Policy stated in the Local Agency Guidebook</i>
		9.	Does the agency have the <b>current year</b> WIC Project FRESH Local Agency Guidebook to be used for reference? <ul style="list-style-type: none"> <li>• Does the agency need additional copies?</li> </ul>	<i>Visually verify</i>  <i>How Many Needed?</i>

Comments:

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Consultant: \_\_\_\_\_ Date: \_\_\_\_\_